

REG-48-004 DUTIES OF THE SECRETARY

004.01 The Tax Commissioner, as secretary of the State Board, shall have the following duties and powers:

004.01A To administer oaths and affirmations to those testifying before the Board.

004.01B To sign and affix the seal of the Board to all orders, certificates, and processes, in the name of the Board, upon a roll call vote of the Board.

004.01C To issue notice of all meetings of the Board.

004.01D To prepare all necessary information for each Board member in preparation of all meetings.

(Section 77-503, R.R.S. 1943. January 24, 1993.)